



Journal Entry Request Guidelines

Journal entry requests generally are submitted via email to FAR@csuchico.edu and should include the following:

1. Insight transaction report including the chartfields where the transaction(s) are currently posted in the Actuals column.
2. The full chartfield string where the transaction(s) should be moved.

The examples below show some common submissions that do not clearly communicate the requested entry. Examples of complete requests are included for reference.

Example 1:

Incomplete: Please move \$3,583.06 to D12345.

D12344 G1006 Department X (Manager: Smith, Joe)									
660003 Supplies And Services									
Month	Date	Source	Doc Number	Vendor Name	Line Descr	Transaction Reference Num	Amount Encumbrance	Budget Amount	Actual Amount
02 Aug	8/16/2018	PCC	000130XXX5	N/A	PC0718XXX3-USE TAX		0.00	0.00	80.00
02 Aug	8/26/2018	APS	0026XXX7	US BANK (PROCARD)	B&H PHOTO	APINV	0.00	0.00	300.64
02 Aug	8/26/2018	APS	0026XXX0	US BANK (PROCARD)	AMZN MKTP US AMZN.COM/BIL	APINV	0.00	0.00	180.86
03 Sep	9/30/2018	MAG	000132XXX8	N/A	PO 8XX01 from 619C01	V0026XXX7	0.00	0.00	3,402.20
04 Oct	10/7/2018	APS	0026XXX2	US BANK (PROCARD)	AMZN MKTP US	APINV	0.00	0.00	47.62

Explanation: in this request the \$3,583.06 is not clearly identifiable to the transaction level.

Example 1 continued on the next page

Complete: Please move the highlighted transactions to D12345, all other chartfields remain the same.

D12344 G1006		Department X (Manager: Smith,Joe)							
660003		Supplies And Services							
Month	Date	Source	Doc Number	Vendor Name	Line Descr	Transaction Reference Num	Amount Encumbrance	Budget Amount	Actual Amount
02 Aug	8/16/2018	PCC	000130XXX5	N/A	PC0718XXX3-USE TAX		0.00	0.00	80.00
02 Aug	8/26/2018	APS	0026XXX7	US BANK (PROCARD)	B&H PHOTO	APINV	0.00	0.00	300.64
02 Aug	8/26/2018	APS	0026XXX0	US BANK (PROCARD)	AMZN MKTP US AMZN.COM/BIL	APINV	0.00	0.00	180.86
03 Sep	9/30/2018	MAG	000132XXX8	N/A	PO 8XX01 from 619C01	V0026XXX7	0.00	0.00	3,402.20
04 Oct	10/7/2018	APS	0026XXX2	US BANK (PROCARD)	AMZN MKTP US	APINV	0.00	0.00	47.62

Explanation: The Insight transaction report provides the chartfield string of where the transactions have been posted. The request states that all other chartfields remain the same so that FAR knows the only change is the DeptID. The highlights provide a clear view of which transactions are to be moved within the population of the Insight report.

Example 2:

Incomplete: Please add class code AM007 to the following transactions:

02 Aug	8/8/2018	APS	0026XXX7	US BANK (PROCARD)	STAPLES	APINV	0.00	0.00	40.73
02 Aug	8/16/2018	PCC	000130XXX5	N/A	PC0718XXX3-USE TAX		0.00	0.00	80.00
02 Aug	8/26/2018	APS	0026XXX7	US BANK (PROCARD)	B&H PHOTO	APINV	0.00	0.00	300.64
02 Aug	8/26/2018	APS	0026XXX0	US BANK (PROCARD)	AMZN MKTP US AMZN.COM/BIL	APINV	0.00	0.00	180.86

Explanation: The Insight transaction report provided in this request does not provide the chartfield string of where the transactions have been posted.

Example 2 continued on the next page

Complete: Please add class code AM007 to the following transactions:

D12344 G1006		Department X (Manager: Smith,Joe)							
660003		Supplies And Services							
Month	Date	Source	Doc Number	Vendor Name	Line Descr	Transaction Reference Num	Amount Encumbrance	Budget Amount	Actual Amount
02 Aug	8/8/2018	APS	0026XXX7	US BANK (PROCARD)	STAPLES	APINV	0.00	0.00	40.73
02 Aug	8/16/2018	PCC	000130XXX5	N/A	PC0718XXX3-USE TAX		0.00	0.00	80.00
02 Aug	8/26/2018	APS	0026XXX7	US BANK (PROCARD)	B&H PHOTO	APINV	0.00	0.00	300.64
02 Aug	8/26/2018	APS	0026XXX0	US BANK (PROCARD)	AMZN MKTP US AMZN.COM/BIL	APINV	0.00	0.00	180.86

Explanation: The Insight transaction report provides the full chartfield string as well as provides the headers of the report to show the transactions are all in the actuals column.

Example 3:

Incomplete: Please change the fund on PO 84XXX from G1006 to T8509.

Explanation: This request doesn't provide adequate detail. A PO may have multiple lines which may go to different chartfields. This will make it difficult to ensure that all the transactions are captured that needs to be moved. In order for FAR to move an Actuals transaction, we must first verify where the transaction(s) are posted to so we can properly move the transaction(s) as requested. This request may need additional follow-up to ensure the correct transaction(s) are being moved as intended.

Complete: Please change the fund on the transaction below from G1006 to T8509.

D12344 G1006		Department X (Manager: Smith,Joe)							
660003		Supplies And Services							
Month	Date	Source	Doc Number	Vendor Name	Line Descr	Transaction Reference Num	Amount Encumbrance	Budget Amount	Actual Amount
04 Oct	10/7/2018	APS	0000084XXX	Dell	Dell Monitors	APINV	0.00	0.00	560.00

Explanation: This request properly provides the chartfield of where the transaction has been posted and where it should be moved.